

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                               **POLICE CORPORAL**

**DEPARTMENT:**                       **POLICE**

**BASIC FUNCTION:**

Under general supervision, perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations; to perform investigative work; and to do other related work as assigned, including to have responsible charge of police field and investigative duties.

Perform the following supervisory responsibilities only when assigned as Officer in Charge in the absence of a Sergeant or when assigned duties by a superior officer:

- Maintain discipline and ensure that Department and City rules and policies are followed;
- Assist officers in preparing reports in cases for trial;
- Assist officers with follow-up investigations; and
- Review reports submitted by officers, make recommendations and suggestions for correction and improvements.

**KEY RESPONSIBILITIES:**

As a police corporal, patrol city, answer calls for the protection of life and property, participate in all normal patrol activities, including enforcement of City, County, and State laws; conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, vehicle accidents, deaths, and other criminal incidents.

Make arrests as necessary: interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.

Administer first aid when necessary and conduct in-service training.

Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes in the apprehension of offenders.

Personally appear in court to present evidence and testimony, as necessary.

Prepare reports, conduct investigations, and observe unusual incidents.

Personally participate in investigations, including all routine gathering of evidence, questioning of witnesses and apprehension of suspects.

Serve warrants and subpoenas.

Stop drivers operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations.

Check buildings for physical security. Receive, search, book, fingerprint, and transport prisoners. Direct traffic at fires, special events, and other emergencies or congested situations.

As assigned, participate as an investigative officer in adult and juvenile, misdemeanor and felony investigative work.

Confer with prosecutors and maintain contact with other law enforcement agencies.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.

Serve as Officer in Charge when necessary.

Serve as Field Training Officer (FTO) when necessary.

Serve as Field Evidence Technician when necessary.

Perform other related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques and police records and reports.

Criminal law with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation and presentation of evidence in traffic and criminal cases.

Principles and practices of supervision and training.

### **Ability to:**

Supervise and train subordinates.

Observe accurately and remember names, faces, numbers, incidents and places.  
Analyze situations and adopt effective courses of action.

Interpret and apply laws and regulations.

Use and maintain firearms.

Think and act quickly in emergencies, and judge situations and people accurately.

Prepare accurate and grammatically correct reports.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Understand and carry out oral and written directions.

Effectively utilize computer and electronic data resources.

Perform the essential job functions of a police officer, as established by City and State guidelines.

### **EDUCATION AND EXPERIENCE:**

Completion of Carlsbad Police Department probation; possession of (or eligible to receive) a California Intermediate POST certificate; at least two (2) years of patrol operations experience with a California law enforcement agency; and completion of Field Training Officer (FTO) and Field Evidence Technician (FET) certificates no later than the end of the one-year probationary period related to being hired or promoted into this classification.

All existing corporals as of 9-24-13 shall be provided the opportunity to attend FTO school and FET school within the next 24 months and successfully complete them in order to be “grandfathered” as Corporals. Any existing Corporal that has not successfully completed these schools shall be demoted to Police Officer.

### **The Regular or Specialized Intermediate Certificate:**

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) Satisfy the prerequisite basic course training requirement and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Training Points Required	15	30	45		
Minimum Education Points or Degree Required	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience Required	8	6	4	4	2

### **SPECIAL REQUIREMENTS:**

Must meet the standards established for peace officers as defined by California Government Code Section 1031.

Possession of a valid California Driver’s License.

Possession and maintenance of FTO and FET certificates.